



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

## MEMORANDUM

February 7, 2005

**TO:** All Local Educational Agencies (LEAs):  
School Districts  
Charter Schools  
Institutions of Higher Learning  
Community Based Organizations

**FROM:** Arizona Department of Education (ADE), Grants Management  
Delano Walcott, Grants Management

**SUBJECT:** **Notice of Approaching Deadline to Submit Amendments for Projects Ending June 30, 2005**

ADE policy requires project amendments to be submitted to ADE at least 90 days prior to the project end date. All Local Educational Agencies (LEAs) needing to submit amendments to projects funded by or through the Arizona Department of Education for projects ending June 30, 2005 must do so by April 2, 2005. Late amendments are subject to rejection and LEAs are therefore encouraged to submit immediately to avoid this.

Amendments must be submitted online at [www.ade.az.gov/GME](http://www.ade.az.gov/GME). The Grants Management system makes it easy to submit amendments online, and help is always available. LEAs needing assistance with submitting their amendments can contact the Grants Management Office directly or a Regional Training Center (RTC) listed below. Your local RTC is able to provide computer accommodation and assistance with grants processes at their site, but you must call to make prior arrangements. Grant-specific questions should be referred to the program office responsible for administering the particular grant. Contact information can be found on the Grants Management "Contacts" webpage link. Also, review the Amendments section of the FAQ pages for assistance.

In the Phoenix Metro Area (Maricopa and Gila counties):  
Tempe Educational Consortium  
**Help Desk:** (480) 965-3366

In the Tucson region (Pima and Pinal):  
Tucson Unified School District (TUSD)  
**Help Desk:** (520) 225-4959

In the Flagstaff region (Yuma, La Paz, Mohave, Yavapai, Coconino, Navajo and Apache counties):  
Northern AZ Regional Training Center  
**Help Desk:** (928) 527-6122

In the San Simon region (Graham and Cochise counties):  
San Simon Unified School District #18  
**Help Desk:** (520) 845-2275 or (866) 830-5128 (toll free)

ADE Grants Management (Phoenix):  
(602) 542-3452  
[grants@ade.az.gov](mailto:grants@ade.az.gov)

Thanks for your cooperation.

Delano Walcott